



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, April 26, 2022

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

3. Approval of minutes

[MIN-22:031](#) MINUTES FOR THE FINANCE & ADMINISTRATION COUNCIL COMMITTEE ON APRIL 12, 2022

Attachments: [Finance Minutes 04122022](#)

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-22:074](#) RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO UTILIZE FEDERAL-AID TRANSPORTATION ALTERNATIVES PROGRAM FUNDS AND AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY22 TRANSPORTATION ALTERNATIVES PROGRAM FROM THE ARKANSAS DEPARTMENT OF TRANSPORTATION.

Sponsors: Grants, Parks & Recreation and Finance

[RES-22:075](#) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO AMEND THE SALARY AND ADMINISTRATION PLAN FOR UNIFORMED EMPLOYEES AND AMEND THE 2022 BUDGET

Sponsors: Mayor's Office, Fire Department, Police Department and Finance

Attachments: [Uniform Job Titles by Grade 2022.05](#)

[U1-U6 Step Plan](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

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In Control: Finance & Administration Council Committee

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MINUTES FOR THE FINANCE & ADMINISTRATION COUNCIL COMMITTEE ON APRIL
12, 2022



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, April 12, 2022

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

Councilmember LJ Bryant came into the meeting at 4:00 p.m. (immediately after roll call). Councilmember Dr. Charles Coleman came into the meeting at 4:02 p.m. (immediately after RES-22:068 had been read).

Present 6 - Charles Coleman; Ann Williams; John Street; LJ Bryant; Joe Hafner and Brian Emison

Absent 1 - David McClain

3. Approval of minutes

[MIN-22:026](#)

MINUTES FOR THE FINANCE & ADMINISTRATION MEETING ON MARCH 29, 2022

Attachments: [Finance Minutes 03292022](#)

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Passed. The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; LJ Bryant and Brian Emison

Absent: 2 - Charles Coleman and David McClain

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-22:068](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH WAGNER GENERAL CONTRACTORS, INC. FOR THE RENOVATIONS TO THE JONESBORO RECREATIONAL CENTER

Attachments: [Certified Bid Tab 03.23.22](#)
[Agreement Jonesboro Recreational Center](#)

Chairman Joe Hafner said, I will say this bid is for \$1,630,500 and I am really happy to see the old YMCA as we like to call it being put back into use. So, as someone who grew up in that area, I spent a lot of time down there. I always say it kept me out of a lot of trouble. I should have spent more time down there. Councilmember Dr. Charles

Coleman is here now (4:02 p.m.). Councilmember Ann Williams asked, will this enable use year around of the pool or is that part of it? Chief Administrative Officer Brian Richardson said, this is for the renovation and repurposing of the actual building. Now, back in the spring or maybe it was last year, when we first got the ARPA allocations, we appropriated \$45,000 or somewhere around that mark for pool heaters which allow for a longer span of use during both the fall and early spring. But, now, this does not include encapsulating again that pool area. But, the pool heaters will allow for longer swimming seasons and practicing season and outdoor recreation out there though. Councilmember Williams asked, is there any plan to encapsulate it or is that not on the table? Mr. Richardson said, no, that is not the current plan. Chairman Hafner said, it is probably not cost feasible right now the way that is constructed. Councilmember Williams said, right, that is what I was thinking. Mr. Richardson said, as we continue to work through the details of the multi-sport complex that also could potentially address some of those issues as well. Councilmember Williams said, I do have a question about that on the swim facilities. So, there has been a lot of talk that regardless of whether we have a pool, I'm sure the assumption is that we will at the sports complex. But, as far as the population of Jonesboro, we really need three swim facilities based upon standard recommendations of the population and the number of pools per like 25,000. I think it is recommended one per 25,000 population so we are kind of behind anyway. Is there any plan over time to do another swim facility separate from either the old Y or the sports complex to do a third swim facility? Parks Director Danny Kapales said, I think probably the best answer for that is just this Sunday, we asked for letters of interest for our Master Parks Plan. And, so for us to best serve the community, I think that what we need to do is make sure we get that Master Parks Plan in place in this year getting it there. That way we know the locations in town that have true deficits. I mean, obviously, we can all stand here and we have a good idea of where those deficits are, but I think having this Master Parks Plan in place and giving us a true blueprint will give you as councilmembers an opportunity to go this what we need to do next year. This is what we are going to do three years down the road. Here is where we need to be ten years down the road. And, so, that is what the goal is this year is to have that blueprint in place by the end of this year and then we will know exactly where we feel like those say indoor and outdoor pools need to be throughout the town. And, I think you are right. It is a minimum of three. Maybe we should be looking at more than that. Councilmember Williams said, right, that is just the bare minimum as far as what I understand current recommendations are. Mr. Kapales said, absolutely. There is a population that is missing out on not only the recreation side, but the lesson side, the chance for children to be able to take lessons within their neighborhood to learn how to swim. So, we have the safety aspect of kids knowing how to swim and enjoy the water side. Councilmember Williams said, yeah, sure, I was just wondering. That is something that I am asked a lot about. A lot of people ask me about this swim facility. Councilmember John Street said, well, a quick one and we have talked about this many times about opening up the pavilion just for recreational type swimming out at Craighead Forest Park. Is that still something that is in the plan for the park possibly? Mr. Kapales said, I can't say that it is something that is in the plan, but I think it is something that would be in mind. I would love to see something happen at some point down the road to turn one, to basically create a swim area within Craighead Forest Lake and have a summertime activity, but I think that is part of this Master Plan and planning out Craighead Forest Lake, what it looks like today and what it looks like twenty years down the road. Councilmember Street said, I know when it was there, it was well used. A lot of people would use that for recreation on weekends and evenings and stuff like that. It wouldn't be a facility like the Y or the sports complex, but it would take care of some of the need for water. Mr. Kapales said, I think it is a missed asset that we have right now. If we could get it to a point to where it is at least a portion that is swimmable with a nice, clean beach there that people would

utilize. I think it would be a great add on for Northeast Arkansas. Councilmember Street said, thank you Danny.

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Recommended to Council. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Brian Emison

Absent: 1 - David McClain

[RES-22:069](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY 2023 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) FROM THE ARKANSAS STATE POLICE

Chairman Joe Hafner said, I have a question. It says that funds are available at 100% federal participation with no local match, but then we talk about doing a local match. Police Chief Rick Elliott said, that would be a question for Grants. We have been utilizing this program for as long as I can remember at JPD. We apply for this grant every year and always get it. As far as logistics, I don't recall without documentation in hand. Chairman Hafner said, maybe the total grant is the \$75,101.58 and we are just adding another amount to it. Chief Elliott said, typically, when you are talking about the city paying their part, I mean when you are paying overtime, you still have LOPFI and all of that other stuff that the city has to put in just the overtime itself reimbursement, but I'm not positive. Chairman Hafner asked, can you just clarify? I mean, I don't think we need to keep it in committee. I think we can go on. Chief Operations Officer Tony Thomas said, if I remember correctly from my Grants days, it is a 100% match for the overtime related to the grant. So, it covers payroll. It covers the salary expense. It doesn't cover the associated expenses that come with the salary. And, so, we are not required to include that as match because they are only paying for it, but since we are paying it, we tell the state that this is a portion of the match. It is an expense that has incurred as well. Chairman Hafner said, okay, thank you.

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Recommended to Council. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Brian Emison

Absent: 1 - David McClain

[RES-22:070](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO CONTRACT WITH JONESBORO MONUMENT COMPANY FOR SPONSORSHIP OF ONE ATHLETIC FIELD AT THE SOUTHSIDE SOFTBALL SPORTS COMPLEX

Attachments: [Exhibit A - Jonesboro Monument Company Southside Complex 2022](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Brian Emison

Absent: 1 - David McClain

[RES-22:071](#)

A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE MAYOR TO ENTER INTO AN AGREEMENT WITH ACTIVE NETWORK, LLC FOR THE

PURCHASE OF POINT OF SALE EQUIPMENT FOR THE PARKS DEPARTMENT

Attachments: [ActiveNet POS Invoice](#)

Councilmember John Street asked, I was just wondering if there are any annual fees that go along with this? Parks Director Danny Kapales said, no. There isn't an annual fee with these items. These are the items that actually go along with the software that we have already approved. It does have an annual fee to it, but this is the equipment. After we started doing all of our training process and did the full evaluation of everything that we have within the Parks Department, these are the equipment that we really felt like we needed to make the software work. Councilmember Street said, I am all for this. I think it is great. Mr. Kapales said, yeah, the plus side to this is this company that we are working with is the parent company of Heartland which is the company that we currently use with IT that purchases a lot of our stuff. So, it all works together. It's just for us to buy it all in one bundle. It gives us a chance to get it all at one time. We looked at pricing out and piecing this out and it was going to be a nightmare to piece it out. Honestly, it was probably going to cost us a lot more doing that. Councilmember Street said, thank you sir. Councilmember Brian Emison said, I was wondering on this if you could give us like a 40,000 ft. overview of this. And, I will even say that just in the market of being able to print instant issue debit cards and things like that I think these are some great prices that we have here on like the card printer, printers and things of that nature, but I was noticing that we had like 26 cameras that are going along with it, so just to kind of see how that system would work. Mr. Kapales said, so, the cameras which you are looking at, a lot of those are going to go within our different community centers and that is going to help with our ID system so when folks go in and check in at the community center, it is going to photograph the kids or adults or whoever is walking in and so they are going to be in the system. So, our attendant, when they are checking them in, they are going to see that person walking in and know that is them. Unfortunately, we have people that we have to criminally ban or keep out of our centers, well, they will go to another center and give a different name and get into the center. Well, this way, we will know. We will put them on the system. We will know that person is not allowed back in the center for X amount of time. And, then so, we also have the shooting range, you know, we are giving out passes. They are buying those annual passes. Now, we will have those memberships tied into the person as a photo. So, when they come in check in with their membership, their photo is going to pop up. So, we will know that the person bringing in the membership in is actually the person that purchased the membership. So, that is with those cameras, they will be spread out throughout our Parks Department at all of our locations. Councilmember Emison said, gotcha. Once again, I think the pricing that you all have been able to put together on this is very, very aggressive and it is great. Also, to have the public safety component that ties into it as far as someone shopping and having a problem at one center and then going onto another center and being able to take care of that problem globally and more efficiently, I think that is great whenever we can make our already existing system use that. That is great.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Brian Emison

Absent: 1 - David McClain

[RES-22:072](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CHANGE ORDER WITH RAMSONS INC.FOR THE JONESBORO SHOOTING

SPORTS COMPLEX PHASE 1C (2020:07)

Attachments: [Proposal Request](#)

Chief Administration Officer Brian Richardson said, I just want to make a clarification on that. You might want to amend. I don't know if it needs to be amended or not. This would actually come from the Capital Improvement Carryover fund that was designated by the council last year.

Councilmember John Street motioned to amend RES-22:072 to reflect the changes noted from last year's carryover to include CARRYOVER after Capital Improvement, seconded by Councilmember Brian Emison. All voted aye.

A motion was made by Councilperson John Street, seconded by Councilperson Brian Emison, that this matter be Recommended to Council. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Brian Emison

Absent: 1 - David McClain

[RES-22:073](#)

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE DONATION OF RIGHT-OF-WAY TO THE ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT FOR ROAD MAINTENANCE PURPOSES

Attachments: [ROW plans](#)
[Agreement for Donation](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Brian Emison

Absent: 1 - David McClain

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment

A motion was made by Councilperson LJ Bryant, seconded by Councilperson John Street, that this matter be Adjourned. The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Brian Emison

Absent: 1 - David McClain



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300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:074

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF JONESBORO, ARKANSAS TO UTILIZE FEDERAL-AID TRANSPORTATION ALTERNATIVES PROGRAM FUNDS AND AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY22 TRANSPORTATION ALTERNATIVES PROGRAM FROM THE ARKANSAS DEPARTMENT OF TRANSPORTATION.

WHEREAS, the City of Jonesboro, Arkansas understands Federal-aid Transportation Alternatives Program Funds are available at 80% federal participation with maximum award of \$500,000 and 20% local match to complete the Joe Mack Line trail as part of the Quality of Life and Connectivity Master Plan; and

WHEREAS, the estimated project cost to complete phase 1 of Joe Mack Line is \$937,942.00; the City will be requesting the maximum amount of \$500,000.00 in TAP funds with a local match of \$187,588.40; the remaining funds for this phase, \$250,353.60, will either be procured from private donations or other grant opportunities; and

WHEREAS, the City of Jonesboro, Arkansas understands that Federal-aid Funds are available for this project on a reimbursable basis, requiring work to be accomplished and proof of payment prior to actual monetary reimbursement; and

WHEREAS, this project, using federal funding, will be open and available for use by the general public and maintained by the applicant for the life of the project.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Jonesboro City Council supports the submission of the 2022 application to the Transportation Alternatives Program to complete the Joe Mack Line Trail; and

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro, Arkansas to execute all necessary documents to effectuate the application; and

SECTION 3: The City of Jonesboro, Arkansas will participate in accordance with its designated

responsibility, including maintenance of this project; and

SECTION 4: The Mayor and City Clerk are hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above stated project; and,

SECTION 5: The Jonesboro City Council pledges its full support and hereby authorizes the Arkansas Department of Transportation to initiate action to implement this project.



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300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:075

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS,
TO AMEND THE SALARY AND ADMINISTRATION PLAN FOR UNIFORMED
EMPLOYEES AND AMEND THE 2022 BUDGET

WHEREAS, RES-21:296 amended the City Salary and Administration Plan and list of approved job titles; and

WHEREAS, RES-21:297 adopted the City of Jonesboro 2022 Budget; and

WHEREAS, it has been determined that the Jonesboro Fire Department and the Jonesboro Police Department continue to experience difficulty in both hiring and retention of personnel; and

WHEREAS, the Police Chief and the Fire Chief have indicated the selection pool of qualified applicants considered for both recruitment and hiring is affected by the current minimum starting salary for Job Grade U1; and

WHEREAS, salary comparison of comparable cities in the State indicates that current uniformed salaries are below State averages; and.

WHEREAS, to address these hiring/retention difficulties, the following positions are regraded in the City Salary and Administration Plan:

Uniformed Personnel

JG U1

Establish minimum starting salary of \$42,000 (U1/1)
Align step plan for step 2 - 22 to address compression

JG U2 - U6

Increase salaries for all steps in accordance to the attached revised uniform salary and administration plan

WHEREAS, the 2022 budget will need to be amended by the following totals for salaries, plus benefits to support the increases:

Uniformed Personnel

\$485,769

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing of competent personnel for the City, to revise the Salary and Administration Plan and amend the 2022 budget.
NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION I: The City Salary & Administration Plan is amended to revise the positions as indicted above.

SECTION II: The 2022 Budget is hereby amended as indicated above.

Revisions in Red

Approved Uniform Job Titles	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Police Officer	PD	U1	\$42,000	\$46,500	\$54,222
Police Sergeant	PD	U2	\$53,570	\$56,661	\$63,048
Police Lieutenant	PD	U3	\$62,842	\$68,251	\$73,556
Police Captain*	PD	U4	\$73,144	\$77,265	\$85,115
Police Assistant Chief*	PD	U5	\$84,476	\$89,627	\$96,674
Police Chief*	PD	U6	\$98,899	\$105,080	\$113,487
Fire Fighter	Fire	U1	\$42,000	\$46,500	\$54,222
Fire Fighter - Engineer/Driver	Fire	U2	\$53,570	\$56,661	\$63,048
Fire Captain	Fire	U3	\$62,842	\$68,251	\$73,556
Ballalion Chief	Fire	U4	\$73,144	\$77,265	\$85,115
Fire Marshall - Division Chief*	Fire	U4	\$73,144	\$77,265	\$85,115
Fire Training Officer - Division Chief*	Fire	U4	\$73,144	\$77,265	\$85,115
Fire Assistant Chief*	Fire	U5	\$84,476	\$89,627	\$96,674
Fire Chief*	Fire	U6	\$98,899	\$105,080	\$113,487

(*) Positions are exempt

**Uniformed Personnel
Proposed Step**

	U1	U2	U3	U4	U5	U6
1	42,000	53,570	62,842	73,144	84,476	98,899
2	42,100	54,601	64,903	75,205	87,052	101,990
3	42,300	55,116	65,933	76,235	88,340	103,535
4	42,600	55,631	66,963	77,265	89,627	105,080
5	43,000	56,146	68,251	80,356	92,203	108,171
6	43,450	56,661	69,539	83,446	94,778	111,262
7	43,950	57,949	70,826	85,115	96,674	113,487
8	44,550	59,237	72,114			
9	45,200	60,095	73,556			
10	45,850	60,953				
11	46,500	61,812				
12	47,150	63,048				
13	47,800					
14	48,450					
15	49,100					
16	49,750					
17	50,400					
18	51,050					
19	51,700					
20	52,350					
21	53,158					
22	54,222					